

UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION

POSITION: Housing Coordinator
CLASSIFICATION: Grade 8
REPORTS TO: Housing Department Head/Supervisor

TYPE OF WORK:

Work under the direction of the Housing Supervisor/Department Head to coordinate, implement and evaluate Section 8 housing programs under contract with the Upper Explorerland Regional Housing Authority.

DUTIES:

- Work with the Housing Supervisor to prepare applications for additional Section 8 funding.
- Provide technical information to interested parties on available housing and housing programs.
- Maintain certification as a sampling technician.
- Take client applications, verify eligibility, check eligible immigration status and criminal history, inspect rental units, execute lease and contract documents as directed by the Housing Supervisor.
- Prepare monthly disbursements to eligible landlords and tenants.
- Assist auditors, both independent and agency-associated.
- Inspect rental units to make sure they are maintained at Housing Quality Standards; including initial, annual and special inspections.
- Train contractors and landlords in an eight-hour lead safe training practices class.
- Update and maintain general and individual participant's information files for the Section 8 Programs and client files.
- Verify client's program eligibility and determine the amount of rental payment for landlords and tenants.
- Prepare, send out, and process the quarterly Zero Income Worksheets to tenants who have a monthly income of less than \$200.
- Prepare, send out, and process the annual re-certification paperwork for tenants currently on the program.
- Prepare and print the monthly checks for the landlords and the utility reimbursement checks for the tenants.
- Monthly ACH deposits.
- Process monthly HAP registers.
- Process interims for active tenants who have a change in their file. Whether it be a household change, income change, etc.
- Schedule re-certification, initial, and special inspections.
- Process client files in a timely manner.
- Prepare and execute lease and contract documents.
- Periodically attend training sessions to improve effectiveness as a Housing Coordinator.
- Work with other agencies to coordinate services and prevent unnecessary eviction of tenants.
- Act as a mediator between landlords and tenants for lease violations, and lease and contract interpretations.

- Update tenant and new applicant files.
- Place new applicants on the wait list.
- Pull tenants off the wait list when instructed and process all the necessary paperwork and reports.
- Assist with walk-in's and phone calls about the Section 8 program.
- Act as a mediator between the landlord and tenant when issues arise regarding their rental unit and rental assistance.
- Assist the landlord and tenant when they have questions about repairs that need to be made to the rental unit, or when they inquire about the rent charged or rental amount.
- Process rental increases when they arise.
- Be able to work with the mentally challenged and very low and low-income participants who are sometimes hostile and violent.
- Be able to assess hostile situations to determine necessary actions for the safety of the staff.
- Promote safe and sanitary housing through Housing Quality Standards Inspections.
- As directed by the Housing Supervisor, manage apartment complexes and make necessary decisions to rent and maintain the apartments.
- As directed by the Housing Supervisor, implement and administer a Homeownership Program.
- Work with families participating in the Family Self Sufficiency Program to coordinate services and activities to help them become self-sufficient.
- Process monthly program reports such as income discrepancies, deceased tenants, new hires, and multiple subsidies, and investigate if program participants show up on these reports.
- Transmit program information to HUD, and correct any errors that may arise in the process.
- Process promissory notes for tenants who owe our office money that was overpaid on their behalf for nonreported income.
- Attend quarterly RHA meetings and discuss current situations/concerns/improvements with the program.
- Be able to efficiently and effectively work with your co-worker(s) to problem solve and discuss solutions to conflict and problems that arise with tenants and the Section 8 program.
- Required to perform out-of-doors assignments.
- Be able to perform duties in unsanitary, infested and unsafe conditions.
- Assist in training new staff.
- Other duties as requested by the Executive Director and Housing Supervisor.

QUALIFICATIONS:

BA Degree in a human services, social services, sociology, social work or a related field or an Associate's degree or an equivalent combination of which the education and experience are interchangeable at the rate of two years of education to one-year experience. Requires basic knowledge of computer operations, including word processing software.

Work Environment:

The Housing Associate/Housing Coordinator operates in a professional office environment with a moderate noise level. This position requires assignments outside and at client locations that may include exposure to very hot or cold temperatures and unsanitary, infested and unsafe conditions. In the course of working with the public, this position may encounter aggressive or violent behavior on a limited basis.

Physical Demands:

This position is largely a sedentary role; however, routine use of standard office equipment such as computers, phones, photocopiers, calculators, filing cabinets and fax machines is required. While performing the duties of this job, the employee is regularly required to talk and hear, and occasionally operate a motor vehicle. The employee is routinely required to stand, sit, kneel, bend, stoop, climb, crouch, use hands to finger, spend time making repetitive motions, handle or feel, reach with arms and hands, and lift up to 10 pounds. Requires close visual acuity to complete general inspections of rental units.

Travel:

This position requires travel to client locations, agency offices and meetings. Minimal overnight travel is required.

Date Revised: 8/22/2018

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job; the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute neither a contract of employment nor later my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Immediate Supervisor

Date

Upper Explorerland Regional Planning Commission (UERPC) is an Equal Employment Opportunity Employer. In Compliance with the American Disabilities Act, UERPC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

